

## NOTICE OF INTENTION TO WITHDRAW ENROLMENT

### ***Exiting Procedures:***

1. Parents notify the Enrolments Officer that they intend to withdraw their student/s.
2. The Enrolments Officer provides the parents with this *Notice of Intention to Withdraw Enrolment*.
3. Parents complete the form and return it to the Enrolments Officer.
4. The Enrolments Officer confirms in writing the information received.
5. Parents meet with the Head of Primary/Head of Secondary (as applicable).
6. The Principal may also request a short meeting with the parents to say farewell.
7. Once the student/s has left the school, parents will receive a *Departure Letter* from the Principal, and *Departure Advice* from the Enrolments Officer, outlining any school property still to be returned, and any outstanding school fees payable.



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[www.tccollege.qld.edu.au](http://www.tccollege.qld.edu.au)

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Facsimile: (07) 4630 8670  
Email: [admin@tccollege.com.au](mailto:admin@tccollege.com.au)

*Thank you for taking the time to provide us with the details of your children's departure from Toowoomba Christian College.*

### ***Details of Students Leaving***

Student's Name	Year Level	Last Day of School	New School (If known)

### ***Reason for Withdrawal of Student***

	Relocating		Home Schooling		Financial
	Health Issues		Custody Issues		TCC not a good fit for our child/ren
	Looking for a different style of education		Unhappy with some aspect of the school ( <i>please explain below</i> )		

### ***Are any Family Members Remaining as Students at TCC?***

Student's Name	Year Level

### ***Feedback Regarding TCC***

We would love to hear your feedback (positive or constructive) or suggestions on how we can improve.


### ***Meeting with Head of Primary/Head of Secondary***

Please advise your availability for a meeting with the Head of Primary/Head of Secondary

Preference 1	Date		Time	
Preference 2	Date		Time	
Preference 3	Date		Time	

## ***Important Information Concerning Student Departures***

I understand that as part of the conditions of my child/children's enrolment at TCC, one term's notice of withdrawing a student is required in writing. The School reserves the right to invoice me/us for fees in lieu of notice.

I understand that I must return any resources (i.e. Library books, Laptop, Textbooks, ID Card, Locker Key etc.) on loan from the School or pay the replacement cost for these.

I understand that, as part of the process of withdrawing a student from TCC, I will meet with the Head of Primary/Head of Secondary. The Principal may also request a short meeting to say Farewell.

I understand that I must make arrangements to pay any outstanding school fees in full by the date of my child/children's departure. If I am unable to pay in full, I will arrange to meet with the Accounts Officer to discuss a repayment plan.

## ***Parent/Carers Completing this Notice***

Name of Father/Caregiver		Signature	
Name of Mother/Caregiver		Signature	
Forwarding Address (if relocating)			
Please provide bank details in the event you are due a refund	BSB		Account Number
Contact Phone Number			Date

## ***Privacy – Standard Collection Notice***

1. Toowoomba Christian College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud', which may mean that it resides on servers, which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. As you may know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasion, information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website.
12. We may include students' and students' parents' contact details in a class list and School directory.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

Any concern you may have regarding privacy and the school can be addressed to the Principal, who may be contacted by phone on 4630 8444 or by e-mail: [admin@tccollege.com.au](mailto:admin@tccollege.com.au).

*OFFICE USE ONLY – STUDENT DEPARTURE CHECKLIST*

*Enrolments Officer*

Edumate Updated		Yes		No		Not Applicable
- Departure Notification		Yes		No		Not Applicable
- Reason for Leaving (including History Note)		Yes		No		Not Applicable
- Next School		Yes		No		Not Applicable
- Form Enrolments		Yes		No		Not Applicable
All Staff notified by Email		Yes		No		Not Applicable
Departure Letter sent		Yes		No		Not Applicable
Departure Notes sent		Yes		No		Not Applicable
Transfer Note		Yes		No		Not Applicable

*Return of School Resources*

Laptop, bag and charger		Yes		No		Not Applicable
Library/Text books		Yes		No		Not Applicable
Locker key		Yes		No		Not Applicable
Student ID card		Yes		No		Not Applicable
All other school resources		Yes		No		Not Applicable

*First Aid Officer*

Medications returned		Yes		No		Not Applicable
Evacuation List Adjusted		Yes		No		Not Applicable

HOP/HOS Comments (following meeting with parents)	
Accounts Officer Comments (following meeting with parents) (Edumate History Note)	
Principal Comments (following meeting to farewell)	
Date this form scanned and filed	